



SECURITY CARD SCREENING PROCEDURES

Directive: 12 – 110

Date of Issue: July 2013 Amends/Cancels: G.O. 08-14

I. PURPOSE

The purpose of this Directive is to provide guidance to members of the Department of General Services Maryland Capitol Police (DGS-MCP) in regards to checking the Security Cards of persons entering Department of General Services Facilities.

II. POLICY

All members of DGS-MCP will strictly adhere to procedures put in place as a result of this order. This will be done in order to preserve the safety and security of those who work at or visit DGS managed facilities. All members of DGS-MCP will conduct themselves in the most courteous and professional manner when dealing with the public as well as tenants.

III. PROCEDURES

- A. Once the building is opened all pedestrian traffic will enter by way of the main entrance. The DGS-MCP employee posted at the door will check the Security Cards or valid photo identification of those entering the building.
- B. DGS-MCP personnel will examine Security Cards and photo identification cards closely enough to be able to positively identify the photo as being that of the person presenting the card in question. If the photo is of such poor quality that a positive identification is not possible, the identification card will not be accepted.

1. Exceptions:

- (a) The four constitutional officers for Maryland (Governor, Lieutenant Governor, Comptroller and Attorney General) and their immediate family will be granted unchallenged entry.
- (b) Those being escorted by MSP executive protection or Legislative Services Security are presumed to have been pre-screened for any potential security risk.

A good rule of thumb is to interact with the escorting Trooper to determine level of screening required.

- C. State employees are required to wear their State Security Cards on their outer garment in order to distinguish between visitors and employees. If DGS-MCP personnel observes a State

employee wearing the Security Card in a manner inconsistent with this Directive, the employee will direct the employee to display the card in the proper manner. State employees must wear the Security Card at all times while inside DGS owned or managed property.

- D. If an individual attempts to enter a building without showing their Security Card or valid photo identification they are to be stopped and access denied until such a time as they produce the proper identification and it is verified.
 - 1. Employees without a Security Card or valid photo identification will not be granted access without the verification of employment by their supervisor.
 - 2. Visitors without valid photo identification will not be granted access.
 - 3. Those refusing to stop and display the required identification should be considered a security risk.
 - (a) Supervision and additional units should be notified if the subject is unknown to the screening personnel.
 - 1. Employee should not abandon their screening post to chase those not displaying identification unless there is a clear and present danger not to do so.
 - (b) State employees who repeatedly attempt to circumvent the screening process should be addressed administratively. The name, date, time and place of the repeat offender should be captured and forwarded to supervision.
- E. If a Security Card is expired it will be confiscated on the spot and the Shift Commander will be immediately notified. An incident report will be generated, a copy of the Security Card attached to the report, the name of the company or department the Security Card was issued to will be listed in the report and the confiscated Card will be turned in to the Security Card Processing Center personnel.
 - 1. Unless it is determined that there will be a follow-up investigation, the individual who presented the confiscated Security Card will be required to produce other acceptable photo identification and be allowed entry as a visitor.
- F. If a Security Card is damaged, worn, or the photography can not be used to identify the bearer, the card holder should be advised to obtain a new Security Card (at no expense to them).
- G. Visitor Pass
 - 1. Visitor's pass will be worn on the outermost garment. DGS-MCP staff will ensure this procedure is followed before the visitor leaves the desk. Visitors will not be allowed or encouraged to place the pass on books, folders, brief cases etc., nor will they be allowed to just hold them.
 - 2. DGS-MCP will attempt to retrieve the pass prior to the visitor leaving for the day. This includes employees who were processed as visitors.

3. Persons who have been issued visitors passes including employees will be expected to show a valid photo identification card when navigating between State buildings this includes exiting and entering the same building for any reason.
 4. DGS-MCP personnel are reminded that visitors' passes are easily transferable. Those looking to breach security could easily do so unless we are vigilant in checking our screening process.
- H. There is no public access to this building between the hours of 1700 hrs and 0730 hrs Monday through Friday and no access 24-7 on weekends and holidays. State employees needing access during these hours must have early/late prox privileges on their Security Card or have special arrangements made with DGS-MCP three days in advance.
- I. If access to a *controlled area* is limited to authorized personnel, only those authorized employees may be permitted to enter the area after proper identification has been confirmed.
- J. Employee Responsibilities.
1. When on State property employees must
 - (a) Display Security Card
 1. In the area of the upper chest between waist and shoulders.
 2. So as to be visible at all times.
 3. Produce the Security Card upon demand by a member of DGS-MCP.
 2. Employees may not:
 - (a) Place the Security Card in a holder or cover the Security Card in a manner that impacts the viewing and examination of the Security Card.
 - (b) Loan or allow the Security Card to be used by another individual for any reason;
 - (c) Alter, copy, photograph, or reproduced; or
 - (d) Grant entry, exit, or other prox privileges on any State real property to anyone but the Security Card holder.
- K. Visitor Scanning Software
1. Certain posts are equipped with a Visitor Scanning Software, consisting of Desktop Computer, and ID Scanner. Visitor Identification from driver's license is captured via scanner and compared to existing BOLO list. At these posts, the following procedures will be adhered to:
 - (a) DGS-MCP personnel will scan visitor identification card into software. (note: scanner is designed to scan all 50 state's driver licenses – however, with new changes to driver's license security features there may be discrepancies to accuracy)

- (b) Once scanned to computer, DGS-MCP personnel will ensure that displayed visitor information matches that on driver's license. If there are any corrections required, DGS-MCP employee will manually correct visitor information.
- (c) If scanner does not recognize driver's license data, or other ID is presented; DGS-MCP personnel will manually enter visitor information.
- (d) If scanner software alerts to a BOLO "hit"; DGS-MCP personnel will notify their supervisor of alert. Supervisor will respond to post and verify BOLO "hit" through dispatch/CAD/RMS records.

It is important that all personnel check Security Cards and identification cards in the directed manner at all times. To do otherwise creates confusion among those entering our facilities leading to questioning of our staff as to the method employed.